

Requesting PRN Hours

PRN travel time may be requested as needed to correlate with the PRN personal care hours.

Reasons for PRN Hours

PRN (which originated from the Latin term *pro re nata* and translates to “as needed”) hours may be requested when there is a reason to expect a deviation from the typical weekly schedule of staffing as documented on the Home Care Assessment Form (HCAF).

PRN travel time may be requested as needed to correlate with the PRN personal care hours.

PRN Guidelines

- PRN hours must meet general PA criteria and be for a Medicaid-covered service.
- PRN services for a change in condition are usually granted only when the recipient has a demonstrated history of need for PRN services.
- The reason for PRN hours must be indicated on the physician’s orders.

Initial Requests for PRN Hours

Providers should take the following steps to make an initial request for PRN hours:

1. Obtain a physician’s order for PRN hours.

Physician orders must be based on recipient needs **and** specify the circumstances when the hours may be used.

Example: The staffing schedule on the Wisconsin Medicaid Home Care Assessment Form shows a personal care worker (PCW) is needed two hours a day Monday through Friday. You expect PRN visits to the physician may be necessary up to three times per year. Orders should state:

“PCW for bathing, grooming, and dressing – two hours per day, five days per week (written as 2h/d x 5d/wk) **AND** three hours PRN to accompany client to doctor appointments.”

2. Request PRN hours on the Prior Authorization Request Form (PA/RF).

When requesting PRN hours on the PA/RF, request a specific number of PRN hours over the length of the entire PA period, not in per-week or per-month frequency. If the PCW must make additional trips to the recipient’s home for the PRN hours, the provider may also request travel time to accommodate the additional PRN hours.

Example: Your request should state (see Appendix 10 for an example of a PA/RF for PRN Hours):

“W9900 – PCW 10 hours per week for 52 weeks and three hours PRN (written as 10hr/wk x 52wk and 3 hr PRN).”

“W9902 – 2.5 hours travel time per week for 52 weeks and 1.5 hours travel time PRN (written as 2.5hr TT/wk x 52wk and 1.5hr TT PRN).”

Additional Requests for PRN Hours

If all the PRN hours granted on the initial PA have been used and there is reason to expect that more PRN hours may be necessary, the provider should take the following steps:

1. Obtain updated physician orders specifying the number of, and reason for, additional PRN hours.
2. Include documentation on the PA amendment request to show why previously granted PRN hours were needed **and** the dates the previously approved hours were used.
3. Submit an amendment for additional PRN hours.

Example: A situation presents itself where due to an exacerbation in the recipient’s illness, visits to the physician were more frequent than anticipated. The physician’s orders should state:

“Add three hours PCW to accompany recipient to physician appointments PRN.”

Element 8 of the Amendment Request Form should read: “Due to exacerbation of illness, PCW accompanied client to the physician on 3-4-99, 3-16-99, and 4-1-99. Since the PA does not expire until 11-19-99, it is expected that three more PRN hours will be required to accompany the recipient to physician appointments before the expiration date on the PA.

Request: W9900 – three hours PRN.
W9902 – 1.5 hours PRN.”

Documentation of PRN Hours in the Medical Record

According to HFS 106.02(9), Wis. Admin. Code, the provider is required to document the use of PRN hours in the medical record, including:

- What PRN services were provided.
- Why the services were provided.
- When the services were provided.
- How many PRN hours were used.

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